



City of West Des Moines
City Clerk's Office
4200 Mills Civic Pkwy.
West Des Moines, IA 50265-0320
(515) 222-3600 Fax (515) 222-3640

APPLICATION FOR HOUSE MOVING PERMIT AND HOUSE MOVING PERMIT

Iowa D.O.T. Permit Required ☐ Yes ☐ No
If Yes, Permit No. _____

Complete Section A and deliver to City Clerk's Office, 4200 Mills Civic Pkwy, West Des Moines.

A. APPLICATION: The undersigned hereby applies for a House Moving Permit and states as follows:

Company Name				Telephone #		
Address				Fax #		
City, State, Zip				E-Mail		
Building/structure being moved						
Required:	The applicant must have satisfied all City Code requirements in accordance with Code Section 3-9-1 thru 3-9-9. Bond: No. Proof of Liability Insurance Pay Applicable Fees					
Origin Building Location				Destination Building Location		
Date to be moved				Time of Day		
Loaded Height		Loaded Width		Loaded Length		Gross Weight
Tractor Make				License Number		
Trailer				License Number		
Axle Loads				No. of Axles		
Escort Required	Yes	No		Important Maps: WDM Truck Routes & Overweight/Oversize Truck Embargo Locations		
Route to be traveled:						

The applicant hereby states that all the statements set out herein are true and correct and agrees to comply with all ordinances of the CITY OF WEST DES MOINES, IOWA and the weight limits as required by the State of Iowa. The applicant further agrees that no property shall be interfered with, except with the written consent of the owner, and agrees to report any damage done to the CITY OF WEST DES MOINES, IOWA.

The applicant assumes and agrees to pay all loss and damage to any property whatsoever, and injury or death to any person or persons whomsoever, including all costs and expenses incident thereto, however arising from and in connection with the move described in this application, or the failure of applicant or officers, agents, or employees of applicant to abide by or comply with any of the terms and conditions of the application, and the applicant forever indemnifies the CITY OF WEST DES MOINES, IOWA against and agrees to save it harmless from any and all claims, demands, lawsuits, or liability for any such loss, damage, injury or death, costs or expenses, even though the CITY OF WEST DES MOINES, IOWA, may have caused or contributed thereto.

Signed at West Des Moines, Iowa on this _____ day of _____, 20____.	Applicant Name (Signature) X
	Applicant Name (Printed)

B. CLEARANCES & CONSENTS (WHERE REQUIRED)

Utilities

Public Works	X	___/___/___		X	___/___/___
City Engineer	X	___/___/___		X	___/___/___
Police Chief	X	___/___/___		X	___/___/___
City Clerk	X	___/___/___		X	___/___/___

West Des Moines, IA City Code:

Chapter 9 HOUSE MOVERS

3-9-1: PURPOSE:

3-9-2: HOUSE MOVER DEFINED:

3-9-3: PERMIT REQUIRED; FEE:

3-9-4: APPLICATION:

3-9-5: PERMIT ISSUANCE AND TERM:

3-9-6: BOND AND INSURANCE REQUIREMENTS:

3-9-7: TIME LIMIT:

3-9-8: PROTECTION OF LIFE AND PROPERTY:

3-9-9: REMOVAL BY CITY:

3-9-1: PURPOSE:

The purpose of this Chapter is to protect and preserve the public safety and well-being by licensing and regulating house and building movers. (1985 Code §7-1.0201)

3-9-2: HOUSE MOVER DEFINED:

A "house mover" shall mean any person who undertakes to move a building or similar structure upon, over or across the public streets, alleys, walks or property using skids, jacks, dollies or any method other than upon a properly licensed motor vehicle. (1985 Code §7-1.0202)

3-9-3: PERMIT REQUIRED; FEE:

- A. Permit Required: It shall be unlawful for any person to engage in the activity of house mover as herein defined without a valid permit from the City for each house, building or similar structure to be moved. (1985 Code §7-1.0203)
- B. Permit Fee: A permit fee of twenty five dollars (\$25.00) shall be payable at the time of filing the application with the City Clerk. A separate permit shall be required for each house, building or similar structure to be moved. (1985 Code §7-1.0207)

3-9-4: APPLICATION:

Application for a house mover's permit shall be made in writing to the Clerk. The application shall include:

- A. Name and Address: The applicant's full name and address and if a corporation the names and addresses of its principal officers.
- B. Building Location; An accurate description of the present location and future site of the building or similar structure to be moved.
- C. Routing Plan: A routing plan approved by the Police Chief, City Engineer and public utility officials. The route approved shall be the shortest route compatible with the greatest public convenience and safety. (1985 Code §7-1.0204)

3-9-5: PERMIT ISSUANCE AND TERM:

Upon approval of the application, filing of bond and insurance certificate, and payment of the required fee the Clerk shall issue a permit. Such permits shall be valid only for a period of six (6) months following their issuance. (1985 Code §7-1.0208)

3-9-6: BOND AND INSURANCE REQUIREMENTS:

- A. Bond Required: The applicant shall post with the Clerk a penal bond in the sum of five thousand dollars (\$5,000.00) issued by a surety company authorized to issue such bonds in the State. The bond shall guarantee the permittee's payment for any damage done to the City or to public property, and payment of all costs incurred by the City in the course of moving the building or structure. (1985 Code §7-1.0205; 1993 Code)
- B. Insurance Required: Each applicant shall also have filed a certificate of insurance indicating that he is carrying public liability insurance in effect for the duration of the permit covering himself and his agents and employees for the following minimum amounts:
1. Bodily Injury: Two hundred fifty thousand dollars (\$250,000.00) per person; five hundred thousand dollars (\$500,000.00) per accident.
 2. Property Damage: Five hundred thousand dollars (\$500,000.00) per accident. (1985 Code §7-1.0206; 1993 Code)

3-9-7: TIME LIMIT:

No house mover shall permit or allow a building or similar structure to remain upon any street or other public way for a period of more than twelve (12) hours without having first secured the written approval of the City. (1985 Code §7-1.0210)

3-9-8: PROTECTION OF LIFE AND PROPERTY:

- A. Public Safety: At all times when a building or similar structure is in motion upon any street, alley, sidewalk or public property, the permittee shall maintain flagmen at the closest intersections or other possible channels of traffic to the sides, behind and ahead of the building or structure. At all times when the building or structure is at rest upon any street, alley, sidewalk or public property, the permittee shall maintain adequate warning signs or flares at the intersections or channels of traffic to the sides, behind and ahead of the building or structure. (1985 Code §7-1.0210)
- B. It shall be unlawful to move any house or building of any kind over any pavement, unless the wheels or rollers upon which the house or building is moved shall be at least one inch (1") in width for each one thousand (1,000) pounds of weight of such building. If there is any question as to the weight of a house or building, the estimate of the Engineer as to such weight shall be final. (1985 Code §7-1.0212; 1993 Code)
- C. Electric Wires: The holder of any permit to move a building shall see that all telephone, telegraph and electric wires and poles are removed when necessary and replaced in good order and shall be liable for the costs of the same. The holder of the permit for moving a building shall give twenty four (24) hours' notice to the owner of any telephone, telegraph or electric wires to remove such wires, and the owner of such wires may either remove or direct the removal and replacing of such wires, and the holder of the permit shall pay the reasonable costs thereof. (1985 Code §7-1.0213)

3-9-9: REMOVAL BY CITY:

In the event any building or similar structure is found to be in violation of Section [3-9-7](#) of this Chapter, the City is authorized to remove such building or structure and assess the costs thereof against the permit holder and the surety on his bond. (1985 Code §7-1.0211)

This page is considered to be a part of the Application For House Moving Permit and House Moving Permit.